

ADMINISTRATIVE - INTERNAL USE ONLY

First, show for FY 1973 all expected vacancies in GS-17 through GS-15 resulting from officer separations (in ascending grade order); then present information for years FY 1974-FY 1976 in same way.

Annual vacancies in positions GS-15 and above during FY 1973-FY 1976 will arise from the departure of senior officers during the same time periods. Their names should be attached to this form. Whenever known and appropriate, the job or jobs that would be vacated each year by the separation of an officer GS-15 through GS-17 should be shown. In some career services it may be sufficient to show the total number of vacancies by organizational or functional groups, rather than specific titles, that will have to be filled each year; e.g., Branch Chiefs and Station Chiefs. Perhaps a combination of the two approaches can be used; i.e., positions at Grade GS-17 and numbers by functional groups at the GS-16 and GS-15 levels.

The replacement of a retiree by an employee of a lower grade usually creates a wave of vacancies in the grade structure below. This should be kept in mind in plotting vacancies at the GS-17, GS-16 and GS-15 levels, which are a composite of vacancies within these grades and vacancies above them.

It is suggested that two or more candidates should ordinarily be identified from among employees GS-13 and above for each identified job vacancy. (Twice as many candidates as the total number of estimated vacancies per organizational or functional group should ordinarily be identified when this method of estimating is used in lieu of identifying vacancies by position title.)

Prospects may be designated from outside the career service. The same employee may appear as a candidate for more than one vacancy expected to occur during FY 1973-FY 1976. (The testing, coaching, observing, and developing of such employees should take into account the requirements of the position or the organizational or functional grouping for which they have been designated as prospective replacements.)

If a prospective candidate is scheduled to retire within two years from the date he would incur the expected vacancy or is being considered to fill a vacancy for a period of two or less years, attach to this table an explanation why he is a candidate (e.g., level of qualifications or future utilization and development). Likewise, attach a similar explanation in the event an employee outside the career service is designated as a prospective replacement.

The Head of the Career Service is asked to evaluate the advancement potential of each candidate appearing in this Roster and to insert the appropriate number in this column: 1 - one grade; 2 - two grades; or 3 - over two grades.

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Career Service

PDP
Date _____

LIST OF EXECUTIVE DEVELOPMENT TRAINING AND ASSIGNMENT REQUIREMENTS

NAME OF EXECUTIVE CANDIDATE TO BE DEVELOPED	SUBSTANTIVE, MANAGERIAL AND PROFESSIONAL JOB ASSIGNMENTS, EXPERIENCES AND ORIENTATIONS		TRAINING (WITHIN CAREER SERVICE, OTR, EXTERNAL, COLLEGE, ETC.) AND OTHER DEVELOPMENTAL ACTIONS	
	ACTION(S) AND PURPOSE(S)	WHEN	ACTION(S) AND PURPOSE(S)	WHEN

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